

**CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
ADMISSIONS COUNSELOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours:

Salary: \$56,723

Closing Date: September 30, 2013

General Knowledge: Bachelors's degree and a minimum of four (4) years of relevant experience or Master's Degree and two (2) years relevant experience; strong oral and written communication skills, and the ability to work independently and competently with computer applications. Statewide travel and evening hours required. Ability to speak Spanish preferred.

Preferred Skills and Ability: Cultivates and maintains relationships with corporations, professional organizations and local, state, and national agencies to assist in meeting student educational needs; Assists students in determining their abilities, interests, skills, and achievements; Evaluates transcripts and provides pre-matriculation services and counsels students regarding the Charter Oak program in person, by telephone, or by email at the New Britain location and/or other sites.

Special Knowledge: Ability to speak Spanish preferred.

Position Summary: The Admissions Counselor provides academic and educational information on such matters as transfer procedures, academic policies, graduation requirements, and presents workshops and attends college/career fairs, cultivates and maintains relationships with external organizations, and assists in the development and implementation of the College's Marketing Plan.

Special Experience:

Substitution Allowed: These qualifications may be waived for individuals with appropriate alternate experience.

Eligibility Requirement:

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at www.chateroak.edu/AboutUs/Employment. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.